

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 22-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Maintenance Foreman

OPENING DATE: August 23, 2011

CLOSING DATE: September 7, 2011

WORK HOURS: Full-time; 40 hours/ week

GRADE: \*Not-Ordinarily Resident: FP--06 (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 08

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Maintenance Foreman. The position is located in the Facilities Maintenance section and reports to the Maintenance Supervisor.

## FUNCTIONS OF POSITION:

Based on instructions from the maintenance supervisor, coordinate the maintenance and repair work of regularly assigned and contract employees engaged in performing installation, preventive maintenance, building, and repair work on Embassy structures, office and residential equipment, etc.

Personally troubleshoots and carry out difficult installation or maintenance tasks requiring highly technical skills. Receives work order or instructions from supervisor and assigns work to subordinates in order of priority. Assists in assigning employees to job sites. Makes recommendations to maintenance supervisor on estimates of the kind, amount and cost of materials and manpower needed to accomplish given task. Ensures that needed tools,

equipment and materials are available. Explains and interprets blueprints and other guides or directives and gives on-the-job instructions and training as needed on trade skills, shop practice and safety. Visit work site to inspect work in progress and upon completion for satisfaction in response to work requests.

Participates in conducting routine maintenance checks to identify problems or damages. Report fault to the maintenance supervisor, and assists in establishing repair work plans to initiate the necessary repairs and/or installation. Coordinate and supervises the work on routine maintenance and repairs as necessary.

Participates in the development of a preventive maintenance schedule. Makes recommendations to maintenance supervisor as to materials needed, timing, and extent of maintenance and repairs, and as to whether the work should be done in-house or by an out source maintenance firm. Reviews preventive work in progress to ensure that required performance standards are met.

Is responsible for ensuring efficient use of equipment, material and manpower. Accounts for given equipment and material to the maintenance supervisor. May recommend approval of leave, promotion or disciplinary action on subordinates to the maintenance supervisor. Provides records and reports on maintenance and repair work to the maintenance supervisor for inclusion in the PASS data base and/or use in preparation of reports on various aspects of maintenance and repair operations.

Performs other duties as assigned by the maintenance supervisor.

#### QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school is required plus completion of vocational training or apprenticeship in an Institute recognized as producing journeyman mechanic skills in two or more of the major maintenance trades, or have completed other specialized training that is pertinent to maintenance management.
2. **Experience:** Three years of progressively responsible experience in the maintenance area, ideally including multi-trade journeyman mechanic, supervisory and maintenance inspection, or planning and estimating experience is required. One year maintenance supervisory or managerial experience required.
3. **English Ability:** Level 3 English ability (good working knowledge) is required. Krio or another local language required especially dealing with contractors.

4. **Other Criteria:** Must have thorough knowledge of building and grounds maintenance operations. Knowledge of maintenance trades operating practices and procedures .
5. **Other Skills:** Ability to effectively supervise and provide technical guidance (including advising work priority schedule) and providing on-the-job instruction to a multi-trade workforce. Must be holder of a drivers license.
6. **Interpersonal skills:** Must have excellent interpersonal and communications skills to be able to communicate to supervisors and gain team cooperation at work with maintenance crew.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Maintenance Foreman)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076-515-075

NOTE: Only short listed applicants will be contacted.

#### DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US

Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 7, 2011

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.